

Add Organization Assignments

06.04.15

After creating a job requisition, the Action to Add organizational assignments section must be completed. Either the Division Administrator or Manager can add this information. **Please do NOT skip.** This information must be entered in order for the recruitersto be able to hire against the requisition (or for accurate promotion/transfer assignments in the case of an Administrative requisition).

If the Division Administrator adds this information, then it will go away from the Manager's Inbox, and vice versa. A notification has been added to the Manager of the organization.

Organization Assignments

The Organization payroll cost center and associated information must be entered to complete the job requisition.

Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

NOTE: If you do not know the specific Organization Assignments, right click your name in the upper right corner and select 'See in New Tab.' Click the Organizations tab to display the organizational assignments. Do **NOT** click Skip.

1. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center may auto populate.

If the Cost Center (PeopleSoft financial cost center) and Financial Cost Center do not auto populate, These **MUST** be entered. This will affect payroll.

2. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

3. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

4. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

5. Click **Submit**.

6. Click **Done**.